



HIV PLANNING COUNCIL
September 8th, 2004

FOUNTAIN VALLEY HOSPITAL
Saltzer Conference Room
17100 Euclid Ave., Fountain Valley

CORRECTED MINUTES

Chair: Sylvia Mata

Vice Chairs: Puki Liptrapp and Martin Salas

Recorders: Emily Bangura

Members Present: Ignacio Alvarez, Jordan Bako, C.J. "Tony" Barnett, Jeff Byers, Clayton Chau, Michael Ferguson, Linda Foster, Betsy Ha, Mary Hale, Puki Liptrapp, Maria Marquez, Martin Salas, Ricky Session, Christopher Ried, David Souleles, Robert Thompson, Jeremiah Tilles, Modesto Vasquez, Clarence Williams and Miles Wood.

Affiliates:

Shawn Coakley (present), Jerry Lail (present), Terry Roberts (absent) and Arthur Reyes (LOA).

Excused Absences:

Liz Pejeau, Kurt Weston, Martin Becerra, Geeta Gupta, Josie Lopez (LOA), Sylvia Mata and Gerardo Rosas.

Members Absent: None.

Member Nominees Pending Board of Supervisors' Approval:

Denise Lavigne (present), Jorge Santoscoy (present), Laureen Becker (absent) and Kelly Gomez (present).

Staff:

Irene Tyrrell, Emily Bangura, Hope Hagen, Diana Banzet, Brandon Page, Julie Webster, Arthur Thompson and Thuan Tran.

Guests:

James Stewart (Parliamentarian), Angela Coron, Tucker Baldwin, Alan Witchey, Vickie Ferguson, Brian McNelis (Straight Talk), Philip Ortiz (Straight Talk), Robert Chesnut, Loyd Ruelas, Thomas Siket, Patty Ellis (Shanti OC), Larry Bledsoe, Due Stelly, Wayne Harson

(ASF/Straight Talk), Mark Pitnam (AIDS Housing of WA), Andre Taylor (AIDS Housing of WA), Shelly Lummus (Straight Talk), Stu Baron (ASF), Katon Chambers, Michelle Sherman (CAPC), Mitch Cherness (HCA-REACH), Eileen Silverman, Patrick Sullivan and Elizabeth Mediano (Asian Pacific AIDS Intervention Team (APAIT)).

Item I. Call to Order

Co-Chair Martin Salas called the meeting to order at 6:03 p.m. with a quorum being present.

Item II. Approval of Agenda, Motion # 1

Agenda approved, with one addition requested by Co-Chair, Martin Salas: Housing Report to be added under "Committee and Task Force Reports" under Section VIII, # H.

Item III. Welcome & Introductions

- A. Pledge of Allegiance
- B. Moment of Remembrance
- C. Introduction of Members and Guests – see above.

Item IV. Public Comment, Non-Agendized

- Brian McNelis, Philip Ortiz, Larry Bledsoe, Shelly Lummus – said they all wanted to address the issue on "Allocations" (see under Allocations, Section # VI, # A). Mark Pitnam talked about "Nutritional Supplements" Program.
- Linda Foster introduced Mark Pitnam and Andre Taylor from AIDS Housing of Washington, who gave a presentation on "Orange County 2004 HIV/AIDS Housing Needs' Assessment on August 5, 2004 at the Santa Ana City Hall.

Item V. Approval of Minutes from August 11, 2004, Motion # 2

Minutes were approved as written by unanimous consent. Corrections as follows: Page # 3, # C, Line # 4, should read as "CARE-HIPP Insurance." Also, members recommended and awaiting the Board of Supervisor's approval should be listed as such on Page # 1 and not under members.

Item VI. Committee and Task Force Reports:

A. Priority Setting and Allocation Task Force, Motion # 3

Adoption of Allocations for FY 05-06:

Linda Foster gave a report that the Task Force had completed two of three funding scenarios in the planning process for FY 05-06. The funding allocations for level funding and for a 10% increase request for the application to HRSA for services for PLWH/A has been completed and was presented for the Planning Council's review and approval. She went on to explain the handouts distributed at the meeting as follows: the first attachment "Priorities and Allocations Task Force Process and Decisions" is a document summarizing the four steps in the allocation process. HRSA has a 15-step process recommended for priority setting and allocations. Steps 1-11 were completed previously. The Planning Council reviewed and approved the Continuum of HIV/AIDS Services document (CHS) and the Priorities for 2005 presented at previous meetings. The Task Force met three times (7/28, 8/18, & 8/28) for a total of 16 hours, including one full Saturday. Members worked diligently to review the extensive data provided, identified areas where additional data would be helpful to the process and prepared the recommendations presented. There was extensive discussion, consensus was reached on some items, and others required a vote.

The second attachment is the “Considerations” document. The conclusions reached as part of the priority setting process and the allocation implications for each of these conclusions were discussed. The attached document summarizes the conclusions and allocations implications.

The third attachment contains the “Allocation recommendation for 2005.” The first set of columns is the 2004 allocations in effect in the current year. The second set of columns is the flat funding scenario, and third set is the 10% increase scenario proposed by the Priority Setting and Allocations Task Force.

HRSA’s new definition of “Core Services” is: (1) Primary Medical Care (2) HIV Related Medications (3) Mental Health Treatment (4) Substance Abuse Treatment (5) Oral Health and (6) Case Management.

Alan Witchey reviewed the “Priorities and Allocations Task Force Process and Decisions” document as follows:

- Step 1: Define the scope of the resource-allocation process:
 - Define whether a dollar allocation or a percentage allocation will be used. *The Task Force decided to make allocation based on dollar rather than percentage basis.*
 - Agree on how many scenarios of funding will be explored and presented to the Council. *The Task Force agreed on three funding scenarios: flat funding (to be used in contracting for FY 05-06 services), 10% increase (to be used in the application to HRSA), 5% decrease (to be prepared for possible funding cuts).*
 - Agree on management of conflicts of interest. *The Task Force agreed to work toward consensus and vote when consensus fails and also agreed to procedures on discussion and voting by conflicted members.*
 - Determine Program Support and Planning Council Support budgets, and determine whether these budgets will be modified in various scenarios. *The Task Force reviewed and determined increased funding levels for Program Support.*
 - Determine whether there will be “protected” categories in a reduced funding scenario. *The Task Force set several protected categories.*
- Step 2: Agree on the principles, criteria, decision-making process and methods to be presented to the Planning Council for allocating funds to service categories. *The Task Force agreed on the principles to be used in determining allocation decisions: The Principles used to determine priorities:*
 - *Service contributions to outcome*
 - *Needs of population*
 - *Changes to protocol/standards*
 - *Service utilization by populations in need – higher utilization for specific at-risk populations*
 - *Trends in disease changes by populations*
 - *Percentage of clients in the “need,” “gap,” and “most important” categories of the needs assessment survey.*
- Step 3: Estimate needs by service category:

- *A comparison of the service priorities for the upcoming year with the priorities and allocations identified for the current year and several past years was available at the meetings.*
- *Available information on the units of service provided and the costs per unit of service and per client were also presented.*
- **Step 4: Allocate resources to service categories:**
 - *Continue to fund at the same level those services with the highest priority rankings, or those identified in the Continuum of HIV Services as essential to life or essential to providing access to care.*
 - *Determine new priorities for funding and determine the basis for the additions.*
 - *If new priorities are to be funded, determine a cut to other services. Use the pool of funds created by the cut to fund the new priorities or unmet components of high-priority service categories.*

Tucker Baldwin discussed the process by which the priorities' list was created. He explained the spreadsheet that were presented to the Planning Council explaining the "Flat Funding Scenario" and "10% Increase Scenario" for FY 2005. There were questions from Planning Council members as well as from the public. These questions were answered before the vote was taken to approve the slate as presented with a majority vote. Dr. Jeremiah Tilles abstained. Tony Barnett encouraged the public to try and attend meetings during the year and not just one-time at the "Allocation Process" meeting.

Next Step of the Allocation Process:

- Prepare a 5% cut scenario to present to Planning Council.
- Assemble the Instructions to the Grantee.
- Review parking lot issues.
- Develop recommendations for priority setting and allocation process for the Planning Council to consider.

Item VII. Evening Recess

Item VIII. Continue Committee and Task Force Reports:

B. Membership Committee – Motion # 4

Puki Liptrapp reported that the committee met on August 31, 2004 to discuss and make recommendations for new members to the HIV Planning Council. Committee members reviewed the work they completed at the prior Membership Committee meetings including the review of individual applications based on the objectives and criteria established. The committee reviewed the current membership roster and confirmed there were four open seats. Recommendations were made based on review and thorough discussion of applications and selection criteria. The motion to approve Terry Roberts, Jerry Lail, Shawn Coakley and Terry Stone to fill the four open HIV Planning Council seats and Steven Power, Art Reyes and Debbie MacGregor as affiliates were unanimously approved. Puki also mentioned that applications for the four new members: Laureen Becker, Denise Lavigne, Kelly Gomez and Jorge Santoscoy will be presented to the Board of Supervisors for their approval on September 28, 2004.

C. State Office of AIDS – Jeff Byers reported that the “CARE-HIPP” Insurance appears to have been approved for the rest of the year. He also discussed the issue of the CDC not accepting non-name reporting system in California and other States. He announced a forum to be held in Los Angeles on this issue with two meetings planned in the near future. He encouraged members to call the Los Angeles’ office for more information.

D. Executive Committee – Irene Tyrrell reported in the absence of Sylvia Mata, there was no quorum and therefore there was no report. Members and staff provided updates on a few important issues.

E. Client Advocacy Committee – Robert Thompson reported that there was no meeting. The next meeting is scheduled for September 13, 2004 at 6:00 p.m. in the Annex Conference Room. He encouraged Planning Council members to attend.

F. Prevention Planning Committee – Shawn Coakley reported that they have been meeting every two weeks. They are nearing completion of the Comprehensive HIV Prevention Plan for the County. They also approved two new members: Alan Witchey and Phil Yeager (both from ASF). Their next meeting is on September 14, 2004.

G. Evaluation of Administrative Mechanism Task Force – Angela Coron reported that there was no meeting. A request for quote went out to all the vendors that were recommended. No responses have been received as of date and the next step will be look at completing the EAM in phases.

H. Housing Committee – Jerry Lail reported that there was no meeting. The next meeting is on September 13, 2004. The consultants from AIDS Washington hired by the City of Santa Ana to update the Housing Plan met with the “Steering Committee” on September 8. The committee has been working on the survey. The survey will be available in Spanish starting in October. This will allow the committee to have the housing plan processed by early next year. He encouraged committee members/clients to attend and participate in the housing committee and become members. He added, the “Annual Housing Resource Forum,” an all day event will take place in Anaheim on September 9.

Item IX. Public Policy – There was no report.

Item VII. Staff Reports –

A. HIV Planning and Coordination -

1. Status of Guidance Document / Ref: Title I Grant Application: Irene Tyrrell reported that the department has received a DRAFT of this document and staff is working on it. The tentative due date is November 10.
2. Staff Update: Irene reported that interviews are progressing for the Staff Specialist and Program Supervisor II positions. Selection and job offers will be made shortly.
3. All Titles Conference: Irene reported on the “All Titles Conference” in Washington, D.C., which she attended with Julie Webster (staff), Shawn Coakley and Martin Salas. It was a good meeting that including Prevention, Titles I, II, III, IV, Unmet Needs and Needs Assessment were also discussed. Shawn mentioned that he has a CD-Rom from the conference if anyone would like to review it.

4. David Souleles reported that the HIV Program Manager's position is now open for recruitment process.
5. TA (Technical Assistance) request is on track and staff is working with a consultant who was recommended by HRSA.
6. Standards of Care Ad Hoc Committee – There was no meeting.

B. Contract Development & Management – Hope Hagen reported that the two contracts with providers for HIV services were scheduled to be heard at the September 28, 2004 Board of Supervisor's Meeting:

1. An amendment to the Agreement for HIV Specialty Services for FY 2004-05. The amendment includes cost data and utilization management and extends the term of the Agreement through February 28, 2005.
2. An amendment to the Agreement for HIV Housing Services for FY 2004-05. The term of this agreement is from July 1, 2004 through June 30, 2005. The Amendment increases the maximum obligation by \$62,000 and includes additional Rental Assistance, an increase for Transitional Housing, and a decrease for Housing Coordination.

Item XI. Member's Privilege – Non-Agendized

- Maria Marquez reported that she was at a meeting for a "Homeless Program" earlier in the week for Southern California; Congress had originally proposed eliminating \$252 million in Section VIII vouchers out of the Federal Budget for next year's allocation. The housing advocates became aware of that and successfully advocated against that, so the vouchers were restored as part of the proposal. But, in lieu of that, they have now come back with a decrease that will affect the "Shelter Plus Care" program.
- Jerry Lail talked about the money to be re-allocated for dental or to whatever program is going to need that. He expressed concerns that there was no response to the EAM requests for bids from vendors and that; the grantee (Health Care Agency) has repeatedly missed deadlines. The Standards of Care is an example, he added. The grantee needs to be held accountable.
- Martin Salas reminded the Planning Council that there are fourteen members whose terms end December 31, 2004 and asked members to take time and fill them out and return the applications for renewal to Emily as soon as possible.

Item XII. Announcements: Jeff Byers made a suggestion that the Chief of their office, Michael Montgomery, will be happy to entertain an invitation to come to this group and talk about the issues around *name based/non-name based* reporting, as well as other issues that will have an impact in terms of re-authorizations and CARE-HIPP.

Item XIII. Adjournment: Co-Chair, Martin Salas adjourned the meeting at 8:42 p.m. Next meeting will be October 13, 2004 at 6:00 p.m.